



534 Washington St. Montpelier, ID 83254 208-847-0824

The City of Montpelier, Idaho is currently seeking applicants for the position of Public Works Director. Montpelier is a small community in southern Idaho located in the Bear Lake Valley, with unlimited fishing and hunting opportunities.

Responsibilities of the Director include managing the city's water lines, storage tanks, wells, sewer and storm drain systems as well as maintaining the cities roads, facilities and parks.

This position includes supervising and scheduling the employees in the public works department year round, vehicle and machinery maintenance, budgeting departmental funds, managing those funds wisely and keeping various records as needed. The Director will be responsible for preparing the department's yearly budget, ordering needed supplies and overseeing the use of city property. The Director will also attend the bi-monthly city council meetings.

The successful candidate will have the following skills:

1. A valid Idaho CDL and experience operating heavy equipment used in the maintenance of the city's streets, sewer system etc.
2. High school diploma or GED required, BS in Engineering or related field preferred.
3. 5 years experience in maintenance or related field.
4. The ability to do occasional heavy lifting as needed in the performance of various tasks.
5. Supervisory experience.
6. Customer service – ability to interact well with your customers, the citizens of the City of Montpelier.

This position is full time (40) hours per week and may require some weekend and evening work. The Director will be expected to be on call or arrange on call employees and be available for call out in emergency situations. Wage ranges from \$18 to \$22 per hour depending on education and experience. Employment package includes a very competitive insurance package, with holiday, vacation and sick pay.

Preference will be given to those living within, or moving to, the city of Montpelier.

Applications may be picked up at the City Hall (city Clerk's phone number is 208-847-0824). Cover letter, resume and applications may be emailed to montcity@dcdi.net or mailed / dropped off at City Hall. Montpelier City Hall, 534 Washington, Montpelier, ID 83254.